

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

89-0563X

FROM:

Chairman, DA Personnel Policy Task Force

EXTENSION

NO.

DATE

3 April 1989

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXA/DDA

4 APR 1989

H/T

DDA + ADDA have copy.

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DD/A REGISTRY
FILE:DD/A REGISTRY
FILE: OPM-33-AR

3 April 1989

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chairman, DA Personnel Policy Task Force

SUBJECT: Task Force Report and Recommendations

Mr. Huffstutler,

1. Attached is a report of the research conducted by the DA Personnel Policy Task Force. Specific recommendations and ideas are summarized on pages one through three.

2. This report has not been distributed to the Office Directors because we thought it appropriate for you to conduct the initial review.

3. Before we go to press with the Supervisor Handbook, we will need a decision on the Task Force recommendation to establish formal, interim reporting procedures for three year trial period employees. We have included this procedure in the draft handbook and should delete it if the DA Offices do not want to adopt this practice.

Attachments
As stated

cc: ADDA
EXA ✓

DDA REGISTRY
FILE: 04M-33-AR

SUMMARY OF TASK FORCE RECOMMENDATIONS AND IDEAS

I. The following recommendations are policies and procedures that we believe should be implemented as Directorate-wide programs:

A. Interim Reporting Procedures for Three Year Trial Period Employees:

That interim reporting procedures be implemented which address the employee's performance and suitability issues before the trial period reaches its third year. This interim report (see Attachment A) should be prepared by the first line supervisor several months before he or she writes the employee's first and second annual trial period performance appraisal report. The interim report would be reviewed by managers in the career subgroup chain of command for appropriate action as necessary.

B. Training for New Supervisors:

That a DA Orientation Program for new supervisors be developed by DA/CMS. The DA Supervisors Handbook would serve as the framework for the course and would emphasize policies, procedures, and other information that is generic to the directorate.

C. Directorate Orientation:

That a DA Orientation Program be developed by DA/CMS. All new DA careerists would be required to attend two half day sessions where representatives from the ODDA and each of the offices would give an overview of missions and functions.

II. The following practices and procedures are used by some of the DA Offices or by other Agency directorates. We recommend them as ideas for consideration and implementation by DA offices as appropriate.

A. Performance Evaluation Process

1. Develop performance standards for major occupational categories. The Task Force supports the use of performance standards because they improve the performance evaluation process by:
 - a. Communicating clear and uniform performance expectations to employees
 - b. Providing objective and uniform criteria for measuring performance.
2. Require evaluation panels to provide feedback to PAR writers on the quality of PARs.

B. Counselling and Feedback

1. Require supervisors to indicate in the subordinates PAR the dates on which formal feedback sessions were held.
2. Publish the following information at least once a year:
 - a. The reporting periods and due dates for PARs
 - b. Promotion effective dates
 - c. Names of all office panel members
 - d. Dates panels are in session
 - e. Beginning date for obtaining feedback from panels
 - f. Individuals designated for providing panel feedback
 - g. Names of designated career counselors

Publication of this information would serve to remind employees that panel feedback and career counselling are available.

C. Career Development

1. Establish a DA Rotational Program which focuses on the development of managerial talent.
2. Develop and/or update and publish office career profiles.
3. Consider how a senior specialist program could be used in the directorate and determine what occupations will support such positions.

D. Training and Evaluating Supervisors

1. Establish performance standards for supervisors and managers (see Attachment B).

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